CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4013 Prepare and evaluate tender documentation* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a Participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the Participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a Participant does not answer all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:
- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Tyanna Childs
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment
☑ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	8/03/2024	☑ Satisfactory	☐ Not Satisfactory
Workbook	12/03/2024	☑ Satisfactory	☐ Not Satisfactory
Practical Assessment	21/03/2024	☑ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4013	22/03/2024	☑ **Competent**	☐ **Not Yet Competent**

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)	
☑ Theory Exam	☑ Completed tender documentation
☑ Workbook	☑ Client Acceptance Forms
☑ Practical Assessment	☑ Tender Submission Evaluation Checklist
☑ Bill of Quantities created	☑ Completed client contract
☑ Tender Submission Draft	

Assessor name	Vishaan Rana
Assessor signature	

CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

THEORY EXAM

Participant name	Tyanna Childs

FOR THE PARTICIPANT
Instructions

• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
• It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
• You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
   o An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
   o Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
      ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.
The participant has answered all questions well and has demonstrated a sound understanding of the evaluation content. Only 2 or 3 questions required very minor amendment.

Q1. Discuss what information is needed to prepare tender documents.

Answer

To prepare tender documents, it is essential to gather the project's approved plans, specifications, and documentation, which collectively provides comprehensive and pertinent details required for the bidding process.
Information that will be provided in these documents, and are needed to prepare tender documents include –

- Invitation to tender
- Request to tender.
- Project Brief – Includes information such as project name, location, description, scope of works, timeline, project requirements etc
- Contract terms.
- Drawings and Specification – Includes information such as materials and measurements / dimensions.
- Overheads – Contractor to provide if requested by the client.
- Profit margin – Contractor to provide if requested by the client.
- BOQ (Bill of Quantities) – Contractor to provide where appropriate or when requested by the client.
- Sub-contractor pricing
- Program
- Methodology

☑

Q2. Explain how you determine which tender documents and contracts to select.

Answer

To determine which tender documents and contracts to select, you need to assess the project scope and complexity. This includes the size and nature of the project/building. Subsequently, it is imperative to evaluate the risk vs reward in order to ascertain the most suitable tender documents and contract for selection.
For example, If the project is smaller or more straightforward, traditional lump sum contracts may be more appropriate. For large-scale or complex projects, design and construct contracts are likely to be the preferred option.
Ensuring compliance with the National Construction Code (NCC), tender documents and contracts can be chosen that align with these regulatory requirements to mitigate legal risks and ensure the projects compliance.
In some cases, the client may have specific preferences for contract types, so this should also be taken into consideration when determining which tender documents and contracts to select.
It is also important to select a contract type that aligns with the project budget and includes measures for efficient cost management across the project duration.

☑

Q3. **Briefly outline the following Australian Standards that are relevant to tender and contract documentation.**

Answer ☑

Australian Standard	Description
AS 4120	AS4120 provides guidelines regarding the ethical standards and obligations expected from both the client and tender throughout the tendering process. This standard serves as a crucial reference point for ensuring fairness, transparency, trust and professionalism in tendering procedures.
AS 4000	AS4000 provides detailed guidance on contract terms and conditions applicable to building and construction projects. It helps ensure contracts are clear, consistent, and legally compliant. AS4000 fosters fair relationships between parties involved in the construction project, which ultimately helps projects succeed.
AS 4950	AS4950 outlines basic contract terms and conditions for building and construction projects. It covers important aspects like project scope, responsibilities of parties, payment terms, variations, dispute resolution etc. This standard provides a common framework for contracts, making them clear and legally compliant.

Q4. **How do you determine the structure and operations of workplace costing, tendering and contracting system?**

Answer ☑

It is important to begin by familiarising yourself with the National Construction Code (NCC), state-based building codes and the Australian Standards (AS). These regulations establish the foundation for construction practices, safety mandates and compliance standards.
Once familiarised, evaluate the project requirements like scope, size, complexity, budget, schedule etc.
Select an appropriate procurement method based on the project requirements and stakeholder preferences, and subsequently establish transparent procedures for preparing, issuing and evaluating tender documents and contracts.

Q5. **How is the NCC relevant in preparing and evaluating tender documentation?**

Answer

The National Construction Code (NCC) guides how tender documents are made and reviewed by setting standards, ensuring safety, quality assurance, risk management, adherence to technical specifications and meeting legal requirements and contractual obligations for construction projects.

.

☑

Q6. **Discuss three (3) risks associated with tendering that must be considered and recorded during the evaluation of contracts and tender documents.**

Answer

1. Regulatory compliance and legal risks – It's crucial to ensure that a tender submission aligns with all contractual obligations, regulations, safety and industry standards. Failure to comply can result in serious consequences such as legal challenges, fines, or delays.

2. Financial Risks – When tendering it is important to meticulously account for all associated costs. Failing to do so can expose the project to risks of cost overruns or underestimation of project expenses.

3. Schedule Risks – The risks associated with scheduling include setting unrealistic timelines, encountering unexpected delays caused by adverse weather conditions or disruptions in the supply chain, and dependencies on other project activities.

☑

Q7. **Listed below are circumstances that pose risks associated with tendering. Explain how each circumstance can impact project time and/or cost.**

Answer ☑

Circumstances	Impact on project time and/or cost
Delivery delays that extend project completion dates	Delivery delays have the potential to disrupt the project schedule, causing work to be postponed or rescheduled. Furthermore, delays in obtaining critical materials or equipment can impede progress on critical tasks, resulting in cascading delays across project timelines. Extended project durations resulting from delivery delays can incur additional labour costs, fines for late completion, and indirect expenses such as prolonged overheads and site rental fees.
Labour shortages	Labour shortages can prolong task completion times, resulting in project delays and escalating labour expenses. Furthermore, labour shortages prompt contractors to vie for skilled workers by offering higher wages and/or bonuses, thereby driving up project costs. Additionally, prolonged project duration due to labour shortages contribute to increased overhead costs and site rental fees, along with the potential to incur fines for late completion.
Weather	Inclement weather, such as heavy rainfall, storms, or extreme temperatures, can disrupt construction operations and impede project advancement. In such instances, it may be necessary to pause or delay work to ensure worker safety and protect site conditions. Delays caused by weather-related interruptions can extend project timelines and may require adjustments to project schedules to accommodate lost time. Consequently, extended project durations may require additional labour hours or overtime work to regain lost ground, thereby increasing labour costs. Additionally, the project may also incur costs for equipment rentals, site protection measures, or temporary weather shelters to mitigate the impact of adverse weather on construction activities. Like the aforementioned risks, weather-related interruptions can result in indirect costs and penalties for late completion.

Failure to adequately anticipate labour costs	Failure to adequately anticipate labour costs can result in delays and escalated expenses due to difficulties in securing skilled labour, higher labour expenses, and additional expenses associated with addressing labour shortages. When labour expenses are underestimated, it may be challenging to secure the necessary workforce within the planned timeframe, which results in delays, subsequently impacting the project time and cost.

Q8. **Listed in the table below are tender documents. Explain the significance of each document in preparing a tender.**

Answer ☑

Document	Significance
A letter of invitation to tender	A letter of invitation to tender holds significance as it is a formal invitation that initiates the tendering process. It provides essential project information, establishes contractual terms, sets requirements and expectations, and upholds fairness and transparency.
Form of tender	The Form of tender holds significance as it is a legally binding document that serves the purpose of ensuring clarity, consistency, and transparency in the tender process. It details the terms and conditions of the contract and provides a comprehensive guideline for the agreement between the client and contractor, forming the basis for the formal contract agreement.
Pre-construction information	Pre-construction information is significant in tender preparation by offering crucial details about the project scope. This information allows bidders to evaluate and mitigate project risks, accurately estimate costs, develop quality proposals, and enhance collaboration.

Site waste management plan	Site waste management plans are significant in the tendering process as it demonstrates compliance with environmental regulations. Many clients require a SWMP, so failing to do so may cost you the job.
Contract conditions	The Significance of contract conditions when preparing a tender is substantial as they establish the legal parameters governing the relationship between the client and contractor. The contract conditions will outline risk management, define the projects scope, address financial aspects and terms, Establish the projects timeline, ensure project quality and compliance.

Q9. **What is the likely impact on the project cost if you fail to adequately anticipate the material costs?**

Answer The likely impact on the project costs if I fail to adequately anticipate the material costs would be a significant impact on the project cost management, resulting in budget overruns, heightened expenses, procurement delays, and potential quality compromises by opting for cheaper material alternatives. ☑

Q10. **What is likely to occur if you allocate too much funding for materials and not enough for labour costs?**

Answer Insufficient allocation of funds to labour costs and excessive allocation to materials can pose significant challenges throughout the project's lifecycle. A critical concern arises from labour shortages, stemming from difficulties in attracting skilled works or subcontractors due to lower compensation. These shortages can lead to delays as tasks require more time to complete with limited workforce/
Moreover, the imbalance in funding allocation between materials and labour can foster discord among project stakeholders, resulting in contractual disputes over payment terms, change orders and project timelines. ☑

Q11. **What is the likely impact on the project cost if you fail to adequately anticipate funding amounts?**

Answer The likely impact on a project cost if you fail to adequately anticipate funding amounts is that you will encounter budget overruns where expenses surpass the allocated funds. This shortfall may cause delays in payments to contractors and suppliers, subsequently delaying the project and potentially imposing further financial strain through penalties if the delays effect the project completion date or any other milestones stipulated in the contract. ☑

Q12. **Discuss the risks related to industrial disputes caused by misunderstandings or overt actions.**

Answer Industrial disputes caused by misunderstandings or overt actions pose significant risks such as delays, cost escalations, reputation damage, contractual breaches, regulatory compliance issues, supply chain disruptions and legal consequences, to name a few of the key risks associated with such disputes. ☑

Q13. **What is likely to occur if a key player in the project defaults or is not performing according to their responsibilities?**

Answer If a key player in the project defaults or is not performing according to their responsibility, it is likely to cause delays and disruptions in the project, impacting the project's timeline and potentially leading to increased costs.
This situation may also result in breaches of their contractual obligations, prompting possible legal action such as litigation or arbitration to resolve disputes and seek compensation for losses suffered. Additionally, remedies may involve contract termination or the imposition of financial penalties.
Such occurrences tarnish the reputation of the defaulting key player within the industry, potentially affecting their future business prospects and relationships. ☑

Q14. **Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.**

Where failure to perform or any delay in the part of the building organisation is caused by events outside the building organisation's control (e.g. civil commotion, acts of god, war, inability to acquire raw materials), duties and obligations of the building organisation shall be suspended for the duration of the event provided that both parties arrive at a mutually acceptable compromise; however, if such a reasonable compromise cannot be reached, either party may terminate this Agreement upon thirty (30) days written notice.

Answer	The clause presents a significant risk to the builder's interest, primarily by exposing them to potential suspension of duties, uncertainty in dispute resolution and the risk of contract termination if compromise cannot be reached. Contract termination could result in financial losses, reputational damage, and the potential loss of future business opportunities. Whilst is aims to address unforeseen circumstances, it introduces ambiguity and potential conflict resolution challenges.	☑

Q15. **Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.**

The builder must compensate and hold harmless the client from liabilities, damages, and costs that the client is legally obligated to pay as a result of death, injury to any person, or damage to any property, caused by the builders wilful misconduct, negligent act, error, or omission. Reimbursement for the client shall be based on the percentage of the builder's liability.

Answer	This clause puts the builder at risk by making them responsible for compensating the client if someone is hurt or property is damaged because of the builder's mistake or negligence. Furthermore, the clause states that the client will be reimbursed based on how much the builder is responsible, which introduces uncertainty and potential disputes regarding the determination of how much the builder is at fault and how much they need to pay the client.	☑

Q16. **Discuss how labour shortages can contribute to delays in achieving milestones and consequently delays in progress payments.**

Answer	Labour shortages can contribute to delays as it results in insufficient manpower to fulfill project demands. Consequently, these delays have a cascading effect on project timelines, pushing back milestones and ultimately extending completion dates. Moreover, labour shortages may prompt increased competition, requiring higher wages to secure skilled works, thereby inflating project expenses.	☑

Q17. **Why would you include an artist's impression with supporting documentation in preparing a tender?**

Answer

Including an artist's impression with supporting documentation in a tender is essential to visually represent the proposed project, effectively conveying its vision and concept.
A compelling and visually appealing impression can leave a memorable impression on the client, elevating your tender and increasing its chances of being selected as the preferred bid.

☑

Q18. **Explain how building information modelling (BIM) can assist when wanting to present tender documents.**

Answer

Using Building Information Modelling (BIM) in tender documents offers various benefits, such as –

- It allows thorough visualisation
- Aids in clash detection and coordination
- Enables accurate quantifications and estimations
- Promotes collaboration
- Enhances communication
- Reduces Errors

☑

Q19. **Explain why a concise list of products selected for the project should be added in the tender support documentation.**

Answer

A concise list of selected products in tender support documentation ensures a comprehensive understanding of the materials to be used, resulting in potential bidders to accurately assess the scope of works and required materials, leading to more precise and competitive bids and ensures all tenderers are pricing the same quality. Additionally, it ensures that chosen materials adhere to the project's specifications, standards and regulatory requirements.

☑

Q20. **Why might you decide to include the workplace industry profile and promotional material in the tender support documentation?**

Answer

You might decide to include the workplace industry profile and promotional material in the tender support documentation to strengthen your bid, boost credibility, and increase the likelihood of securing the project. It's an effective way to showcase your company's capabilities, experience, and value proposition, ultimately positioning you as a preferred partner for the client.

☑

Q21. **Discuss what types of reports or findings you should add to the tender supporting documents.**

Answer

Some examples of the types of reports or findings that should be added to the tender supporting documents are –

- Trade Breakup
- Health & Safety Records
- References and past performance reports/data
- Key subcontractors and suppliers
- Financial Assessment Report
- Statement of non-compliance (If applicable)
- Schedule of Alternate Solutions (If applicable)
- Schedule of rates
- Builder Registration
- Proposed construction methodology

☑

Q22. **Explain why you would attach the site plan to the tender documentation.**

Answer

By attaching the site plan to tender documentation, it provides a visual representation of the project, aiding in understanding the project's scope and constraints. It also enables bidders to estimate costs accurately by assessing site characteristics and potential challenges, along with helping to identify risks associated with the project site.
Furthermore, a site plan helps for contractors to assess the access points to the project.

☑

Q23. **Discuss why you would attach floor plans and detail drawings to the tender documentation.**

Answer

The inclusion of floor plans and detail drawings is important as they provide a comprehensive understanding of the project's scope, layout and specifications, ensuring transparency and reducing the likelihood of misunderstandings.
Having access to the floor plans and detail drawings, along with any other additional drawings and specifications provided, allows contractors to conduct accurate cost estimations, evaluate material quantities, labour needs, ensure compliance, and identify equipment requirements precisely.

☑

Q24. **Discuss how using employees differs to including sub-contractors when determining costing for the tender application.**

Answer

Employing staff allows an organisation to have direct control over labour costs, offering more control over cost management compared to sub-contractors. Subcontractor pricing structures often fluctuate based on market rates, experience levels, and other factor, introducing variability into cost estimates.
Additionally, the difference between using employees as opposed to sub-contractors may incur additional overhead costs such as benefits, training, and insurance, among others. Whereas sub-contractors typically incorporate their overhead costs into their pricing, streamlining the estimation process and providing a clearer picture of total project expenses.

Another factor to note is that utilising subcontractors offers increased flexibility and scalability. This approach allows for the engagement of specialised expertise according to project needs, rather than carrying of overheads by employing skilled labour and specialised experts on a full-time basis, when their workload may not necessitate it.

☑

Q25. **Discuss when you must organise and confirm sub-contractors instead of employees for construction projects.**

Answer You would organise and confirm sub-contractors instead of employees for construction projects when specialised skills and resources are required beyond the capacity of the Main contractor’s workforce. These specialised skills could include electrical work, plumbing, mechanical work, Fire protection, cladding and glazing, just to name a few.

☑

Q26. **Discuss amendments and how these must be attached to tender applications.**

Answer Amendments refer to any changes, modifications, or revisions made to the original tender documents or specifications subsequent to their initial release. Once amendments are implemented, the client will issue them to all potential bidders, who are then expected to concorporate these changes into their tender submissions. so that these amendments can be incorporated into their tender applications.
Dependent on the instructions provided by the client, bidders should adhere to the client’s instructions regarding how to formally acknowledge receipt of the amendments within their tender submission.

☑

Q27. **What is a client acceptance form?**

Answer

A client acceptance form is used to formally communicate the acceptance of the tender offer and should be included in the final version of the contract. Documenting this acceptance in writing creates a clear record of the mutual understanding between the client and the contractor.

☑

Q28. **Discuss checks you should take before submitting completed tender documents to the client.**

Answer

Before submitting completed tender documents to the client, you should check to ensure accuracy, completeness, and compliance. These checks include confirming compliance with all client's requirements, reviewing technical and financial aspects, adhering to the tender instructions outlined in the tender specification document, ensuring all documents that require signatures have been signed, that you are meeting the submission deadline, maintaining professionalism and quality throughout the tender documents and performing a final review to identify any errors or omissions.

☑

CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

WORKBOOK

Participant name	Tyanna Childs

FOR THE PARTICIPANT
Instructions

• You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
• The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor.
• You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
  ○ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
  ○ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
    ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (*or the Assessor must initial a verbal change*).

Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.
The participant has answered all questions well and has demonstrated a sound understanding of the evaluation content. Only 2 or 3 questions required very minor amendment.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY 1

a) Research and list four (4) examples of costing software programs used in building and construction projects.
b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.
c) Outline the workplace stakeholders involved in tendering processes.

a) Research and list four (4) examples of costing software programs used in building and construction projects.
1) CostX
2) HeavyBid
3) CoConstruct
4) Cubit
b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.
Board of Directors – Managing Director, CEO & CFO General manager Estimating Manager Cost Estimator Bid Manager
c) Outline the workplace stakeholders involved in tendering processes.
Estimating Manager Project Manager Cost Estimator Bid Manager

Satisfactory Outcome ☑

CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

PRACTICAL ASSESSMENT

Participant name	Tyanna Childs

FOR THE PARTICIPANT
Instructions
• The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. • The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. • You must complete all tasks unassisted by the Assessor or other personnel unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.   o For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions

• The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
   o For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
      ▪ Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
   o In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
• All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
   o Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
   o If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)	20/03/2024	☐ Workplace ☑ Simulation	Workplace	☑	☐
Task 1 (Occasion 2)	21/03/2024	☐ Workplace ☑ Simulation	Workplace	☑	☐

ASSESSOR COMMENTS: GENERAL
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.
No Re-attempts, Participant completed the task well on both occasions, applying the skills learnt in the theoretical assessment and applying them to the Task satisfactorily. Well done.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential tender	
☑ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	**Provide detail**
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation: Yes, well demonstrated in observations, and referenced in the tender where appropriate, Materials, measurements, quantities & the like collected in preparation of the Tender documents.
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☑ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents: Excel used for BOQ's, pricing & Tender breakdowns. Bluebeam used for take offs. Excel used for Program prepared and included & utilised for the preparation of the tender & tender costings.
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes: The participant proved competent in the specification of the correct forms (Tender letter/Client Acceptance forms and AS standard contracts) in line with company procedures), & documents(supporting documentation) required for the tender preparation.
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments: Document control was done correctly.
1.1F.	Specify where determined risks were documented: Risks & areas of concern were adequately outlined in the submission prepared, specifically in the assumptions, Allowances & exclusions section of the submission.
1.3B.	Specify supporting documents attached/ inserted to tender application: Cover sheets, letter, Program, methodology, trade breakdowns, certificates & insurances all included as part of the submission.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2 Commercial tender	
☑ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	**Details**
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation: Yes, well demonstrated in observations, and referenced in the tender where appropriate, Materials, measurements, quantities & the like collected in preparation of the Tender documents.
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☑ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents: Excel used for BOQ's, pricing & Tender breakdowns. Bluebeam used for take offs. Excel used for Program prepared and included & utilised for the preparation of the tender & tender costings
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes: Tender letter/Client Acceptance forms and AS standard contracts in line with company procedures), & documents(supporting documentation) required for the tender
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments: Document control was done correctly, checking of drawings, specifications, revisions & capturing addenda
1.1F.	Specify where determined risks were documented: Risks & areas of concern were adequately outlined in the submission prepared, specifically in the assumptions, Allowances & exclusions section of the submission.
1.3B.	Specify supporting documents attached/ inserted to tender application: Cover sheets, letter, Program, BOQ, methodology, trade breakdowns, certificates & insurances all included as part of the submission

CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

Practical Task 1 (2X)

Description of task:
The participant must prepare tender documents for two (2) contracts, one (1) for a residential project (Occasion 1) and one (1) for a commercial project (Occasion 2). Workplace or created documents must be used for this assessment although a template is available for the Tender Submission Evaluation Checklist. The participant must demonstrate:

- Research project requirements.
  - Collect relevant information for tender preparation from current and approved project plans, specifications and project documentation.
  - Read and understand documentation sufficiently to extract relevant information from complex text.
  - Use equipment and programs to access and extract information to develop relevant documentation.
  - Select contracts and tender documents appropriate to the situation and requirements.
  - Source and check relevant plans, specifications and tender documentation for currency and amendments.
  - Evaluate and document risks associated with contracts and tender processes.
- Prepare tender documentation.
  - Collate all information for tender preparation and check for accuracy.
  - Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.*(Create bill of quantities; Costing documents for materials and labour)*
  - Use appropriate equipment and programs to develop relevant documentation.
- Attach supporting documentation.
  - Select appropriate forms and format to accurately complete relevant documentation required to submit with the tender *(Tender Submission Draft).*
  - Attach vital information, drawings, specifications or other supporting evidence to the tender document.
  - Prepare and attach client acceptance forms and any amendments and conditions to the tender or contract *(Client Acceptance Forms)*
- Obtain tender approval or endorsement.
  - Check all completed tender documentation for compliance to requirements and workplace processes *(Tender submission evaluation checklist template available).*
  - Complete appropriate client contract for the project. *(Completed client contract)*
  - Provide tender documentation to relevant staff member for approval or endorsement. *(Completed tender documentation).*
  - Use tools and devices to communicate and collaborate effectively with others.

These tasks may be simulated or real. The Participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:
One residential and one commercial contract for tendering; Access to government legislation; building and construction codes, NCC and standards; construction contracts and associated tender documentation; organisational procedures and quality documents, templates; business technology, applications and software to produce tender documentation.

Observer details	
Name of observer:	Vishaan Rana
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Vishaan.rana@aldercon.com.au
Signature of observer:	
Date:	22/03/2024

When completing the task, did the Participant:		Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd Occasion
1 Research project requirements.			
1.1A.	Collect relevant information for tender preparation from current and approved project plans, specifications and project documentation.	☑	☐
1.1B.	Read and understand documentation sufficiently to extract relevant information from complex text.	☑	☐
1.1C.	Use equipment and programs to access and extract information to develop relevant documentation.	☑	☐
1.1D.	Select contracts and tender documents appropriate to the situation and requirements.	☑	☐
1.1E.	Source and check relevant plans, specifications and tender documentation for currency and amendments.	☑	☐
1.1F.	Evaluate and document risks associated with contracts and tender processes.	☑	☐
2 Prepare tender documentation.			
1.2A.	Collate all information for tender preparation and check for accuracy.	☑	☐
1.2B.	Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.*(Create bill of quantities; Costing documents for materials and labour)*	☑	☐
1.2C.	Use appropriate equipment and programs to develop relevant documentation.	☑	☐
3 Attach supporting documentation.			
1.3A.	Select appropriate forms and format to accurately complete relevant documentation required to submit with the tender *(Tender Submission Draft).*	☑	☐
1.3B.	Attach vital information, drawings, specifications or other supporting evidence to the tender document.	☑	☐
1.3C.	Prepare and attach client acceptance forms and any amendments and conditions to the tender or contract *(Client Acceptance Forms)*	☑	☐
4 Obtain tender approval or endorsement.			
1.4A.	Check all completed tender documentation for compliance to requirements and workplace processes *(Tender submission evaluation checklist template available).*	☑	☐
1.4B.	Complete appropriate client contract for the project. *(Completed client contract)*	☑	☐
1.4C.	Provide tender documentation to relevant staff member for approval or endorsement. *(Completed tender documentation).*	☑	☐
1.4D.	Use tools and devices to communicate and collaborate effectively with others.	☑	☐

Observer comments:
The participant has prepared both tenders well and has demonstrated a sound understanding of the principles of tendering. Participant has gone above and beyond the requirements of the tenders, demonstrating a strong understanding of the process and requirements for larger and more complex tenders.